

The Company of Cinderella in Cinderella at the Lyric Hammersmith Theatre  
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BRIDGE THE GAP &  
LYRIC HAMMERSMITH THEATRE

**TRAINEE PRODUCER  
PLACEMENT**

RECRUITMENT PACK

**STAGE  
ONE**  
BRIDGE  
THE GAP

**Lyric**

supported by

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# About Lyric Hammersmith Theatre



We are the Lyric Hammersmith Theatre. We are the civic and creative heart of West London. We believe that everyone deserves to experience the life changing impact of theatre.

In our big, beautiful theatre, we tell stories that matter and work with exceptional talent to make ambitious, entertaining, inspiring shows for our audience in West London and beyond.

We remove barriers to engagement and ensure young people have the opportunity to discover the power of their creativity, shaping the future of British theatre.

We are inclusive, forward looking and unafraid of change – we are proud of our history and ambitious for our future. A local theatre with a national impact.

## Lyric Values

### Work with integrity and respect

We support each other with kindness, openness and integrity. Together we celebrate our achievements and work collaboratively through our challenges.

### Every day we learn and grow

We continue to ask questions, seek answers and share our learning with each other for the benefit of the Lyric.

### Be ambitious and action-focused

We believe in excellence; we have a can do attitude, go the extra mile and ensure our ideas become actions.

### Serve our West London community

We are here for the people of West London, every decision we make and action we take should benefit our community.



# About Stage One

Stage One is a charity that has supported theatre producers and productions through educational and investment schemes for over 40 years through a series of developmental programmes ranging from practical workshops to financial awards.

## Stage One Producer Placements

The Stage One Producer Placements offer aspiring producers the opportunity to work within an established production company or producing theatre. They are employed by the organisation for 12 months, learning the producer role through hand-on training.

Stage One launched the national branch of this scheme in 2013 in order to increased communication and shared knowledge across the subsidised and commercial sectors. The placement not only benefits the producer, but also the host theatre/ organisation as they have further opportunity and support to produce in-house.

### Since 2006 Stage One have facilitated:

- **116 paid placements** in **West End** commercial producing offices to **83 producers**,
- **34 paid placements** in **national theatres** and host venues (launched in 2013),
- and **3 Bridge the Gap placements** at Talawa Theatre Company (2021-22), Gate Theatre (2022-23) and Leeds Playhouse (2023-24).

A large, circular logo for Stage One. The words 'STAGE' and 'ONE' are stacked vertically in a bold, black, sans-serif font. The logo is set against a teal circular background. The bottom of the page features a decorative graphic with a teal circle on the left, an orange triangle on the right, and a red shape at the bottom left corner.

**STAGE  
ONE**



# STAGE ONE BRIDGE THE GAP

## About Bridge the Gap

Stage One created Bridge the Gap to address the lack of diversity in theatre producing. We want to support people from an ethnically diverse background, who identify as working class, are LGBTQIA+ and/or those that have a mental or physical disability who are drastically under-represented across our development programmes.

Through the Producer Programme with Bridge the Gap, we aim to support 10 emerging producers giving them the skills they need to make the next step in their **producing careers through;**

- **workshops,**
- **mentoring,**
- **coaching,**
- and **Kick Start Grants** (up to £5,000).

This placement is part of Stage One's Bridge the Gap development programme and **you will work full-time at Lyric Hammersmith Theatre** in their building. You will also have a space on the year-long **Bridge the Gap producing programme**, along with 10 other producers attending events and workshops alongside your placement.

# About The Role

## Why have we created this Trainee Producer Placement?

- To provide a unique opportunity for an emerging producer to work in a supportive environment surrounded by a wealth of expertise.
- To grow and build invaluable relationships across a range of departments, develop skills, learn from highly experienced producers and contribute to the like and output of Lyric Hammersmith Theatre.
- To address a lack of development opportunities for producers in the theatre industry.
- The theatre industry is not yet representative of the world we live in, and we are committed to increasing representation within producer roles.

Recognising the under representation in the theatre industry, Bridge the Gap is specifically for people who experience barriers to making progress and accessing opportunities. This includes but is not limited to:

- People who identify as working class or from a lower socio-economic background
- People who identify as Global Majority
- People who identify as LGBTQIA+
- People who have a disability and/or are neurodivergent.
- People who have a culturally or religiously Buddhist, Hindu, Jewish, Muslim or Sikh background



# Key Duties & Responsibilities

The Trainee Producer would ideally have a can-do approach to problem solving, the ability to multi-task and prioritise in a fast-paced environment and a desire to get stuck in and learn on the job. This role would suit someone who is calm, collaborative, and passionate about theatre and the performing arts.

The Trainee Producer would get the chance to interact with some of the country's most exciting writers, directors, creatives, and performers, whilst working at the heart of one of London's most successful theatres, to create ambitious, entertaining, inspiring shows for our audience in West London and beyond.

## Key duties and responsibilities include but are not limited to:

- Attending, noting, and contributing as part of production and marketing meetings.
- Actively assisting with casting and audition processes.
- Negotiating cast, stage management and selective creative team contracts.
- Drafting and executing contracts for cast, stage management and creatives.
- Reading and discussing scripts with the Associate Director.
- Gaining experience of budgeting and managing their own R&D budget.
- Leading an R&D for a project/production.
- Supporting the delivery of a major theatre festival – For the Culture: Celebrations of Blackness Festival.
- Supporting the delivery of the Lyric's Evolution Festival and Showcase events for emerging artists.
- Booking rehearsal rooms, managing house seat requests, and supporting with the general administrative function of the Producing department.
- Regular mentoring sessions with mentor.
- Departmental shadowing opportunities with line managers across all departments of the theatre.

# Person Specification

- A passion for theatre and/or the performing arts.
- Friendly and approachable demeanour, with the ability to work dynamically.
- Very good administrative and IT skills.
- Strong written and verbal communication skills.
- Willingness to work flexibly when required.
- Ability to work independently and manage your own workload.
- Well organised with good time management skills.
- Ability to be diplomatic, discreet and tactful - especially when handling sensitive or confidential information.
- A flexible, responsive team player with a genuine interest in collaboration.

## To apply, you must:

- Be an emerging theatre producer looking to expand your knowledge, experience and craft within a large-scale theatre organisation
- Have the legal right to work in the UK for the entirety of the placement
- Not be in full or part time formal education
- Be over 18 years of age
- Consider yourself to be underrepresented in the industry, as per the aims of Bridge the Gap

# Key Information



**Role:** Trainee Producer

**Annual Salary:** £26,000

**Start Date:** TBC – ideally May 2024

**Employment Type:** Fixed-term, 12-month contract

**Hours:** Minimum of 40 hours per week. The post-holder will be expected to do some evening and weekend work to fulfil the requirements of the role. Core office hours are 10am-6pm, Monday to Friday.

The Lyric has a [House Agreement](#), this role works to the office agreement.

**Annual Leave:** 30 days per annum, including Bank Holidays with an additional day added for each year of service up to a maximum of 35 days.

**Probationary Period:** 6 months

**Notice Period:** 2 months

**Place of work:** Lyric Hammersmith Theatre, Lyric Square, King St, London, W6 0QL

*Please note there are no relocation fees available.*

**Access:** Support can be provided for any access requirements you have.

**Additional Benefits:** Season ticket loans, Cycle to Work Scheme, Employee Assistance Programme, Work from Home Policy, Staff Ticket Scheme including complimentary and discounted theatre tickets, and staff catering discounts

## How To Apply

To apply for this position, [please click here](#) to be taken to our website's Members' Portal. You'll need to register as a member to access the portal – this is completely free. You'll find the application form under 'Apply'.

**We're interested in what you say rather than how you say it.** You're welcome to answer in a format that best suits you and enabled you to respond fully to the questions. This could be written English, video (BSL/ spoken English/ SSE), audio recording, bullet points etc.

If submitting your application via the website form isn't best for you, or you need support in making your application, please email [enquiries@stageone.uk.com](mailto:enquiries@stageone.uk.com) / 020 7557 6737

**Submission Deadline: 12pm on Friday 10th May 2024**



# What support will you receive in the role?

## Line Management, Team & Mentorship at Lyric Hammersmith Theatre

The placement producer will work within the Lyric Hammersmith Theatre Producing team, and be line managed by Producer, Kate Baiden.



## Support from Stage One



Stage One's Outreach Leader Siobhan Walsh (and her maternity cover, Clarissa Widya) will be your main Stage One contact. Stage One will have regular check ins to support the Trainee Producers throughout the year.

The Trainee Producer will also be part of the Bridge the Gap producing programme, with peer support from 10 other emerging producers.

## Access Requirements

Support is available for any access requirements you have.

If you would like to have a further conversation about access before applying or would like to be provided with photos of the Lyric Hammersmith Theatre including access around the building, please contact [clarissa@stageone.uk.com](mailto:clarissa@stageone.uk.com).

*The company of The Good Person of Szechwan - Lyric Hammersmith Theatre  
2023 - (c) Manuel Harlan*



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